



JOB ANNOUNCEMENT

The City of Belmont is currently accepting applications for:

Parks Maintenance Worker I/II*

Parks Maintenance Worker I - \$4,160.34 - \$5,056.92/mo.

Parks Maintenance Worker II - \$4,605.22 - \$5,597.67/mo.

*Appointment will be made based on Department need and/or candidate qualifications.

Final Application Filing Date: 5:00 p.m. – Friday, July 17, 2015

or

When 100 Applications have been received, whichever comes first.

The application period may close at any time without notice.

POSITION QUALIFICATIONS

Performs a variety of semi-skilled/skilled work in the maintenance, repair and construction of park landscapes, grounds, equipment and facilities.

Qualifications

Knowledge of:

- Basic principles and practices of parks maintenance and repair.
- Methods, materials, tools and equipment used in grounds maintenance.
- Basic methods and techniques of landscaping and grounds keeping.
- Occupational hazards and standard safety practices.

Ability to:

- Perform semi-skilled construction, maintenance and repair of parks and related facilities and equipment.
- Conduct routine inspections of parks, including equipment and facilities.
- Learn methods and techniques of irrigation system repair.
- Learn methods and techniques of herbicide and pesticide application.
- Learn pertinent Federal, State and local codes, laws and regulations.
- Learn to apply herbicide and pesticide.
- Maintain landscaped areas.
- Learn to prepare athletic fields for sporting events.
- Safely perform heavy manual labor.
- Respond to requests and inquiries from the general public.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible parks maintenance experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

APPLICATION PROCESS

Candidates must submit a completed City of Belmont employment application.

To obtain an application:

- 1) Visit the City's website: www.belmont.gov and click on "Employment Opportunities".

-or-

- 2) Pick up an application in person at:

Belmont City Hall - Human Resources

One Twin Pines Lane, Suite 330

Belmont, CA 94002

(closed for lunch between noon and 1 p.m.)

All applications and supporting documents must be received in Human Resources (address above) by 5:00 p.m. on the filing date. **Faxes, emails and postmarks will not be accepted, no exceptions.**

SELECTION PROCESS

All applications will be reviewed and the most qualified applicants will be selected to continue in the selection process.

The selection process may consist of, but is not limited to, the following: 1) Application Screening 2) Practical Skills Test 3) Panel Interview and 4) Department Interview. In addition finalists will be required to undergo a reference check, criminal history fingerprinting, pre-employment physical and pre-employment drug testing.

The City of Belmont is an Equal Opportunity Employer (EOE).

The City of Belmont complies with the employment provisions of the Americans with Disabilities Act (ADA) and will make reasonable efforts in the recruitment process to accommodate persons with disabilities. Please advise Human Resources of special needs with reasonable advance notice.



Job Application

Application For

AGENCY City of Belmont

JOB TITLE Parks Maintenance Worker I/II

Basic Information

NAME

First _____ M.I. _____ Last _____

ADDRESS

Address Line 1 _____ Address Line 2 _____

City _____ State/Province/Region _____ Postal/Zip Code _____ Country _____

TELEPHONE

Primary _____ Secondary _____ Are you eligible to work in the U.S.? ☐ Yes ☐ No

DRIVER'S LICENSE

D.L. Number _____ D.L. State _____ D.L. Class _____ EMAIL _____

Education

Highest year completed ☐ less than 8 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 Did you graduate from High School or receive a GED? ☐ Yes ☐ No

HS ATTENDED

LOCATION OF HS/GED

List any degrees received or in progress

	School Name	Location (City & State)	Major	Degree	Units Comp.
1					
2					
3					

Specialized Training

List specialized training which yielded certification, accreditation or license, etc.

	Type of Training	Institution	Certification, Accreditation, or License
1			
2			
3			

List special skills, other relevant information, or provide clarification



Job Application

Work Experience

I have no previous work experience ☐

May we contact your current or most recent employer? ☐ Yes ☐ No

Begin with your current or most recent experience. List work record history and include any other pertinent experience. **Failure to list work experience or stating 'See Resume' will be considered an incomplete application and subject to rejection.** Resumes should be attached to an application.

1 COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience (do not write "See Resume")

2 COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience (do not write "See Resume")

3 COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience (do not write "See Resume")



Job Application

Work Experience cont.

4 COMPANY NAME

Address _____		Telephone _____	
Job title _____	Start date _____	End date _____	Reason for leaving _____
Hours/wk. _____	Mo. salary \$ _____	Supervisor _____	# of employees you supervised _____

Describe this work experience (do not write "See Resume")

5 COMPANY NAME

Address _____		Telephone _____	
Job title _____	Start date _____	End date _____	Reason for leaving _____
Hours/wk. _____	Mo. salary \$ _____	Supervisor _____	# of employees you supervised _____

Describe this work experience (do not write "See Resume")

If you would like to provide additional work experience, please list on a separate sheet and attach to application.

Additional Experience

List any additional experience (volunteering, internship, etc.):

Work Qualifications

Are you over 18 years of age? Yes ☐ No ☐

(Employment is subject to verification that you meet any legal age requirements for any jobs for which you may apply)

Are you related to anyone at this agency? Yes ☐ No ☐

If "Yes", please provide name and relationship



Job Application

Work Qualifications cont.

☐ ☐

Have you ever been discharged or requested to resign from
any position for misconduct or unsatisfactory service?

Yes No

If "Yes", please explain fully

☐ ☐

Job Origin

I first learned of this job opening through *(please check one)*

CITY RELATED

- ☐ Human Resource Dept.
- ☐ City Employee
- ☐ City Job Bulletin
- ☐ City Website
- ☐ City Job Hotline
- ☐ Direct Mailer
- ☐ Job Fair

NEWSPAPERS

- ☐ San Francisco Chronicle
- ☐ Jobs Available
- ☐ San Jose Mercury News
- ☐ Contra Costa Times
- ☐ Sacramento Bee

INTERNET

- ☐ CalOpps.org
- ☐ Craigslist.org
- ☐ Monster.com
- ☐ GovJobs.com
- ☐ HotJobs.com

PUBLIC SECTOR PUBS

- ☐ Jobs Available
- ☐ Western City
- ☐ ICMA Newsletter
- ☐ City & State

SPECIALIZED PUBS

- ☐ The Recorder
- ☐ Daily Journal
- ☐ Planners Network
- ☐ APA

OTHER

- ☐ CA Job Journal
- ☐ _____

DISABLED APPLICANTS: The Agency will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the agency.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with the Agency. I authorize investigation of all matters contained in this application. If offered a position, I further agree to submit to a complete medical examination by a City physician as a condition of employment. I further agree to be fingerprinted, to sign an oath of office, and to furnish proof of age, education, and either citizenship or the legal right to work in the United States of America upon appointment.



Equal Employment Opportunity Questionnaire

Please complete both parts of this form. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our Equal Employment Opportunity policy and recruitment efforts. This information will not be used for employment discussions.

ETHNICITY

☐ Caucasian ☐ African-American ☐ Hispanic ☐ Asian/Pacific Islander ☐ Native American/Alaskan ☐ Biracial/Other _____

GENDER

☐ Male ☐ Female

VETERANS STATUS

☐ Yes ☐ No

DISABILITIES *(check all that apply)*

☐ None ☐ Hearing ☐ Sight ☐ Speech ☐ Other _____